# ITMC Council Business Meeting
## May 7, 2014

**Attendees**

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|---|---|
| State Fund | Stacy Ripple (online) |
| Office of Public Instruction | Jim Gietzen |
| Department of Natural Resources and Conservation | Bill Anker |
| Board of Crime Control | Jerry Kozak (online) |
| Public Employees Retirement | Dave Swenson |
| Secretary of State's Office | Mark Van Alstyne (online) |
| Department of Revenue | Tim Bottenfield |
| Teachers' Retirement System | Rick Bush |
| Department of Justice | Joe Chapman |
| Department of Corrections | John Daugherty |
| Department of Agriculture | John Dayton |
| Local Government Representative | Joseph Frohlich |
| Montana Arts Council | Kristin Burgoyne (online) |
| Department of Fish, Wildlife, and Parks | Dustin Temple (online) |
| Department of Commerce | Larry Krause |
| Commissioner of Higher Education | Edwina Morrison (online) |
| Department of Administration | Michael Sweeney |
| Public Service Commission | Ousmane Loum (online) |
| State Library | Evan Hammer |
| Legislative Services Department | Dale Gow (online) |
| Department of Labor and Industry | Judy Kelly (online) |
| Judicial Branch | Lisa Mader |
| Department of Environmental Quality | Dan Chelini |
| Public Health and Human Services | Dan Forbes |
| Department of Natural Resources & Conservation | Kreh Germaine (online) |

**Guests**

DOR – Christie McDowell, Supreme Court – Tammy Peterson, Northrop Grumman – Veronica Lamka, Lewis & Clark County – Chris Sinrud, State Financial Services Division – Ed Glenn, Microsoft – Pete Kirby, CompuNet, Inc. – Adam Kopczuk, Dell – Karen Farley, SMI – Andrea Keno, Dell Financial Services – Gary Albright, MPERA – Storm Younger, Arrow Solutions Group – Brittney Souza

**Real Time Communication (online)**

LEG - Darrin McLean, DEQ - Dave Nagel, DEQ - Jerry Steinmetz, SOS – Patti Borsberry, MDT – John Levick, DOA – Matt Pugh, DOC – Sue Leferink, DOA – Irv Vavruska, DOA – Dave Johnson, Lottery – Phil Charpentier, FWP – Jessica Plunkett, DOJ – Dawn Temple, DEQ – Michael Jares, DPHHS – Chris Gleason, DOA – Anne Kane, DOJ – Jack Marks

**SITSD Attendees**

Lynne Pizzini, Tammy LaVigne, Carol Schopfer, G. Scott Lockwood, Tom Murphy, Jerry Marks, Kyle Hilmer, Lesli Brassfield, Cheryl Pesta, Warren Dupuis, Penne Cross, Dave Carlson,

Brett Boutin, Tyler Weingartner, Doug Volesky, Audrey Hinman, Anita Bangert, Keith Lavender, Tab Dougherty, and Rhonda Lil Haight

## Welcome and Introductions – Michael Sweeney, Chair

- Michael Sweeney: Approval of April minutes

## User ID and Password Proposal – Michael Sweeney

- Motion to move forward with proposal
  - Tammy LaVigne: Comments have been received by Lynne Pizzini
  - Larry Krause: Were there any comments of significance?
  - Lynne Pizzini: Received two comments since the original meeting two months ago. No comments from prevention of moving forward with the proposal.
  - Bill Anker: Then the vote we are taking is the concept without details on implementation?
  - Lynne Pizzini: Correct
  - Evan Hammer: Has there been any change since the February 21$^{st}$ document?
  - Lynne Pizzini: No change on the document. We will work this document through the committee that ITMC appointed for the Access Control and Verification Governance team. The agencies on the team are; DOT, OPI, DOJ, DPHHS, Dept. of Corrections, representation from the state HR office, DOA legal counsel, State CIO, Dave Carlson, Jerry Marks, and Lynne Pizzini
  - Dale Gow: What is the implementation date?
  - Lynne Pizzini: We will be bringing any types of policy changes to the ITMC group for review, then the implementation will tentatively be next spring after session
  - John Daugherty moved to move forward with User Id and Password proposal
  - Tim Bottenfield seconded the proposal
  - The proposal to move forward with the User ID and Password proposal was unanimous

## Strategic Planning Process – Kyle Hilmer

- Agency IT Plan Status Update
  - We received 25 of the Agency IT Plans and have five outstanding
  - We are reviewing the Agency IT Plans for completion and clarifying information as needed.
  - Process
    - ➢ Review
    - ➢ compile summary documents
    - ➢ post plans and summary documents
  - We are merging SITSD and DOA IT Plans together

- o After reviewing the plans we will brief the State CIO, and send approval letters out to agencies by June 30, 2014
- Initiative Supplements
  - o Due today
  - o Input the data from the supplement into MBars
- Biennial Report Timeline
  - o We are mandated by MITA to report every two years
  - o We look at the IT Infrastructure capacity and resources and report back to the legislature, administration, and our sponsors
    - ➢ We look back at the existing IT Plan as a whole
    - ➢ Agencies can mention some of their accomplishments over the past two years
  - o We have an outline and will produce the report before the start of legislative session in December
- IT Inventory
  - o We are not looking at smaller devices, i.e.: PC's, laptops, phones, etc.
  - o We will review
    - ➢ IT facilities
    - ➢ Small server rooms that are available
    - ➢ Where everyone is located
    - ➢ Are they in the SMDC or not
  - o The new focus is looking at systems as a whole, applications
    - ➢ Ongoing costs and implementation costs
  - o We need to know your systems information
    - ➢ Name
    - ➢ Short description
    - ➢ What does the acronym mean
    - ➢ What is the function of the system
    - ➢ When was the system implemented
  - o Survey information will come out in June
  - o Form will be a spread sheet for efficiency
  - o Dan Chelini: For inventory do we use spreadsheets and do we need to update the old system?
  - o Kyle Hilmer: Do not update the old system, please use the spread sheet

## Budget Rate Setting Update – Doug Volesky

- Meetings completed in April
- We will run rates by first part of June
- On July 9th, rates and instructions are due to the Budget Office

## ECM RFP Status Update – Anita Bangert

- Keith Lavender is the Project Manager
- Requirement teams

- o Business Requirements Team
  - o Technical Team
  - o Security Team
- There is a Gartner presentation, "[Building a Strategic Roadmap for Enterprise Content Management](#)", posted on the [pmo.mt.gov](#) website
  - o Highlights of the presentation
    - ➢ The scope of ECM
    - ➢ Develop a strategic roadmap for Enterprise Content Management
    - ➢ Adopt a portfolio management approach to optimize overall return to the state
- The RFP will be issued during the 3rd quarter of this calendar year

## eGov Managers Group – Tammy LaVigne

- Create a forum for governmental entities to collaborate, coordinate and make recommendations regarding eGovernment services.
- Objectives
  - o Sharing information and developments regarding agency eGovernment service activities;
  - o Coordination and collaboration of planning and delivery of eGovernment services from the state, agency, and local level;
  - o Creating a venue for discussion for recommending prioritization of eGovernment services; and
  - o Maximizing the utilization of the eGovernment services contracts.
- Meetings
  - o Third Monday of each month from 1:00 – 3:00 p.m.
- Members
  - o A representative from each government agency
  - o State CIO
  - o SITSD Contract Manager; ATSB Bureau Chief; Intergovernmental Relations Chief
- Agenda for the next meeting
  - o Review  and comment MI Portfolio Scorecard - All
    - ➢ ID overlapping projects
    - ➢ Other
  - o Review DOJ Format for Tracking eGov Metrics – Joe Chapman
  - o Non – MI eGov project portfolio
    - ➢ Report back on SITSD Inventory – Tammy LaVigne
  - o MI Performance – Linda Kirkland
  - o Contact Evaluation
    - ➢ Lessons learned
    - ➢ Other

## Describe/Explain SITSD Backup Structure/Options – Dave Carlson

- Three backup options offered at SITSD
  - o Two options if hosting with us

- Snaps of the servers at the SMDC every 2 hours and then the snaps go out to MCDC
- Full Database level backup every night, throughout the day we do trans actuals
  - Hosted or not hosted (file level backup)
    - CrashPlan (self-service style)
  - Rick Bush:  Where is the database backed up?
  - Dave Carlson:  At both the SMDC and MCDC
  - Rick Bush:  Where is the file level backed up?
  - Dave Carlson:  On the file level, you choose one or the other or both
  - Dan Forbes:  In the hosted service in the database, are the backups part of the rates for the hosting server and the file level is a separate cost?
  - Dave Carlson: The file level is a separate cost
  - Dan Forbes:  Can SITSD support a special backup that is off cycle or needs longer retention?
  - Dave Carlson:  If you need, you can pay for more space than the default time
  - Jerry Marks:  On the file level it is all self-service, you choose how long you will keep it, what rate it backs up, etc.
  - Evan Hammer:  Can you document more detail in the service catalog?
  - Dave Carlson:  We can add more detail
  - Ousmane Loum:  Will you be offering live replication in the near future?
  - Dave Carlson:  We are working towards putting together a process where we can roll back and forth from the MCDC to the SMDC
  - Rick Bush:  We host our hardware in the SMDC with virtual machines and we do not replicate those virtual machines in Miles City, but it would be nice if something happened to spin up virtual machines over there on hardware hosted by SITSD, is that a possible service?
  - Dave Carlson:  No plan at this time; we encourage everyone to host with us
  - Dave Carlson informed ITMC that SITSD is working on a virtual SAN catalog item

## ITMC Workgroup Reports

- **Statewide Security Coalition/Task Force – Joe Chapman**
  - The Management Structure Team meets this Friday online at 12:30 p.m.
  - The Communication Team will discuss the below items
    - The need to share information
    - How do we get those types of alerts, whom can we share them with, what kind of information
    - After actuary reports
    - Breach
    - Threats, etc.
- **Enterprise Working Groups Inventory – Michael Sweeney**
  - Will have some information by June meeting

## ITMC Executive Membership – Tammy LaVigne

- Nomination Committee
  - Larry Krause
  - Joe Frohlich
  - Michael Sweeney
  - Tammy LaVigne
- Received 15 nominations which will go forward to the CIO, and then to the Director of Administration, who by law, appoints the members
- The nominating committee suggest eight members
  - State CIO
  - At least one local government representative
  - Six members at large
    - Members at large may be, but are not limited to, IT managers of the executive, legislative and judicial branches of government, as well as local government and university system managers
- Update Order to Continue (filed with Governor's Office) with regards to purpose and membership
- Update Operating Procedures with regards to responsibilities of Council; membership and participation

Posted reports:  None

Next meeting – June 4, 2014: State Capitol, Room 102
No July meeting, as the new Executive Board will set the direction in the August meeting

Member Forum:
- Carol Schopfer introduced Tyler Weingartner, Customer Relations Manager
- Joe Frohlich introduced Chris Sinrud, Lewis & Clark County
- There was a discussion on SITSD's informational notices
- Carol Schopfer:  Reminder that as we are getting closer to fiscal year end, so please get your ITPR's in

Public Comment:  None
Adjourn: 10:58